

Town of Leeds

Agenda Town of Leeds Planning Commission Wednesday, June 1, 2016

PUBLIC NOTICE is hereby given that the Town of Leeds Planning Commission will hold a **PUBLIC MEETING** on Wednesday, June 1, 2016 at 7:00 P.M. The Planning Commission will meet in the Leeds Town Hall located at 218 N Main, Leeds, Utah.

Regular Meeting 7:00 p.m.

1. Call to Order/Roll Call
2. Invocation
3. Pledge of Allegiance
4. Declaration of Abstentions or Conflicts
5. Consent Agenda:
 - a. Tonight's Agenda
 - b. Meeting minutes from May 4, 2016.
6. Announcements:
 - a. Work Session for Planning Commission and Town Council at 6:30pm June 8, 2016 at the Town Council Meeting.
7. Public Hearings:
 - a. Zone Change on Parcel L-3-1-7-250 for Research & Results Engineering INC from Open Space (OS) to Commercial District (C) on approximately .06 acre.
8. Action Items:
 - a. Zone Change on Parcel L-3-1-7-250 for Research & Results Engineering INC from Open Space (OS) to Commercial District (C) on approximately .06 acre.
9. Discussion Items:
 - a. Proposed amendments to the Land Use Ordinance 2015-04, Chapter 17, Commercial District
10. Staff Reports
11. Adjournment

The Town of Leeds will make reasonable accommodations for persons needing assistance to participate in this public meeting. Persons requesting assistance are asked to call the Leeds Town Hall at 879-2947 at *least* 24 hours prior to the meeting. The Town of Leeds is an equal opportunity provider and employer.

Certificate of Posting:

The undersigned Clerk/Recorder does hereby certify that the above notice was posted May 26, 2016 at these public places being at Leeds Town Hall, Leeds Post Office, the Utah Public Meeting Notice website <http://pmmutah.gov> and the Town of Leeds website www.leedstown.org


Kristi Barker, Clerk/Recorder

Town of Leeds

Planning Commission Meeting for May 4, 2016

1. Call to order:

Chairman Nelson called to order the regular meeting of the Planning Commission at 7:02pm on May 4, 2016, at Leeds Town Hall, 218 N Main.

ROLL CALL:

	<u>Present</u>	<u>Absent</u>
CHAIRMAN: DARRELL NELSON	<u>x</u>	<u> </u>
COMMISSIONER: DARRYL LEWIS	<u>x</u>	<u> </u>
COMMISSIONER: DANIELLE STIRLING	<u>x</u>	<u> </u>
COMMISSIONER: JOHN POAST	<u>x</u>	<u> </u>
COMMISSIONER: DANNY SWENSON	<u>x</u>	<u> </u>

2. Invocation by Commissioner Lewis.

3. Pledge of Allegiance by Commissioner Stirling.

4. Declaration of Abstentions or Conflicts:

Chairman Nelson, on tonight's agenda there are some conflicts under item 9 discussion items. We would like to do the Open Public Meeting Act training second behind the proposed amendments to the Land Use Ordinance and item c, Alberta Pace, discussion on Majestic Mountain Road subdivision will be cancelled. Alberta will not be here this evening.

5. Approval of Agenda:

Commissioner Stirling made a motion to change item a and b around on the agenda for Wednesday May 4th, 2016. 2nd by Commissioner Lewis. All voted "Aye". Motion passed.

ROLL CALL VOTE:

	<u>Yea</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
CHAIRMAN: DARRELL NELSON	<u>x</u>	<u> </u>	<u> </u>	<u> </u>
COMMISSIONER: DANIELLE STIRLING	<u>x</u>	<u> </u>	<u> </u>	<u> </u>
COMMISSIONER: JOHN POAST	<u>x</u>	<u> </u>	<u> </u>	<u> </u>
COMMISSIONER: DANNY SWENSON	<u>x</u>	<u> </u>	<u> </u>	<u> </u>
COMMISSIONER: DARRYL LEWIS	<u>x</u>	<u> </u>	<u> </u>	<u> </u>

Commissioners discussed the meeting minutes.

Commissioner Lewis moved that the minutes as presented be approved. 2nd by Commissioner Stirling. All voted "Aye". Motion Passed.

ROLL CALL VOTE:

	Yea	Nay	Abstain	Absent
CHAIRMAN: DARRELL NELSON	<u>x</u>	<u> </u>	<u> </u>	<u> </u>
COMMISSIONER: DANIELLE STIRLING	<u>x</u>	<u> </u>	<u> </u>	<u> </u>
COMMISSIONER: JOHN POAST	<u>x</u>	<u> </u>	<u> </u>	<u> </u>
COMMISSIONER: DANNY SWENSON	<u>x</u>	<u> </u>	<u> </u>	<u> </u>
COMMISSIONER: DARRYL LEWIS	<u>x</u>	<u> </u>	<u> </u>	<u> </u>

Commissioners discussed the March 30, 2016 meeting minutes.

Commissioner Stirling moved to approve March 30, 2016 Planning Commission Special Meeting. 2nd by Commissioner Lewis. All voted "Aye". Motion Passed.

ROLL CALL VOTE:

	Yea	Nay	Abstain	Absent
CHAIRMAN: DARRELL NELSON	<u>x</u>	<u> </u>	<u> </u>	<u> </u>
COMMISSIONER: DANIELLE STIRLING	<u>x</u>	<u> </u>	<u> </u>	<u> </u>
COMMISSIONER: JOHN POAST	<u>x</u>	<u> </u>	<u> </u>	<u> </u>
COMMISSIONER: DANNY SWENSON	<u>x</u>	<u> </u>	<u> </u>	<u> </u>
COMMISSIONER: DARRYL LEWIS	<u>x</u>	<u> </u>	<u> </u>	<u> </u>

6. Announcements:

Commissioner Swenson asked Kristi Barker if the agendas are going to be sent out on the new email accounts.

Kristi Barker responded that the agenda was sent out on the new accounts; however, a couple of commissioners indicated they did not receive it. A test email will be sent out in the morning to make sure the new email accounts are working.

Commissioner Lewis indicated he will be out of Town for the meeting in June and will be available by phone if needed.

Chair Nelson, I think we can excuse you for next month's meeting.

7. Public Hearings:

8. Action Items:

9. Discussion Items:

- a. Proposed amendments to the Land Use Ordinance 2015-04, Chapter 17, Commercial District. Commissioners and Bob Nicholson the Town Planner discussed the proposed amendments to Ordinance 2015-04, Chapter 17, Commercial District. Commissioners made some additional amendments and it will be placed on next month's agenda as a discussion item.

Commissioner Stirling left the meeting at 8:11pm.

- b. Open Public Meeting Act Training.

Mayor Peterson, June 8th is the Town Council Meeting at which time we are going to be approving a final Budget; however, before the meeting, I was hoping, if the Planning Commission and Bob Nicholson were available, to have a joint work session starting at 6:00pm with the

hope to discuss the General Plan and the process that it goes through. It is the Planning Commission's responsibility to present the General Plan to the Town Council for approval. We do need to hold a Public Hearings on the General Plan and also decide if we want to have surveys as part of the actual input and if we want to employ other entities. We are entitled to certain funds for things like a transportation plan where we can get help from outside experts. Mayor Peterson discussed it further and would also like to address the Town Zoning Map during the work session.

Mayor Peterson showed a video by David Church on the Open Public Meeting Act to complete the annual training requirements.

- c. Alberta Pace discussion on Majestic Mountain Road Subdivision
Item Cancelled.

10. Staff Reports:

Commissioner Lewis, do we have a set of rules for procedures for Commission? If we do, what are they and if we don't, could we have them?

Chair Nelson, I don't think Robert's Rules have been adopted.

Mayor Peterson, the history has been that we intend to follow a modified version of Robert's Rules modified with the idea that there is a comment period in Town Council and Robert's Rules indicate, if it is not a Public Hearing, you do not let the public speak. They have not been properly adopted. We have requested from David Church a couple of alternatives as to how rules could be utilized and adopted. I would hope we could have some consistency with Town Council and Planning Commission as to what rules we want to follow between the two groups.

11. Adjournment:

Commissioner Poast adjourned the meeting.

Time: 8:43pm.

APPROVED ON THIS _____ DAY OF _____, 2016

Darrell Nelson, Chair

ATTEST:

Kristi Barker, Clerk/Recorder

Draft amendment_{#2} to LEEDS ZONING CODE, CHAPTER 17 COMMERCIAL DISTRICT

**(draft #2 5-4-16 by BN to include only 2 changes in the Com zone)
(new portion underlined)**

17.1. PURPOSE.

To provide an area within the Town of Leeds where a wide variety of goods and services can be provided.

17.2. PERMITTED USES.

17.2.1. Bakery

17.2.2. Auto parts store where new and rebuilt auto parts can be purchased.

17.2.3. Automobile, new, and used sales.

17.2.4. Barber shop and/or beauty shop.

17.2.5. Professional offices.

17.2.6. Clinics, medical and/or dental.

17.2.7. Greenhouse and/or nursery; soil and lawn service.

17.2.8. Hobby and/or craft store.

17.2.9. Sporting goods and recreational items store.

17.2.10. Laundry and/or dry cleaners, laundromat.

17.2.11. Mobile homes and/or recreational vehicles sales and service.

17.2.12. Motor boats new and used sales and service.

17.2.13. Post office.

17.2.14. Recreational vehicle park and campground.

17.2.15. Automotive repair garage

17.2.16. Tire sales and service.

- 17.2.17. Grocery store.
- 17.2.18. Pharmacy.
- 17.2.19. Restaurant and/or cafe.
- 17.2.20. Ice cream store.
- 17.2.21. Variety store.
- 17.2.22. Hardware store.
- 17.2.23. Office supply.
- 17.2.24. Shoe store.
- 17.2.25. Sign Sales.
- 17.2.26. Florist Shop.
- 17.2.27. Furniture sales and repair.
- 17.2.28. Fruit and/or vegetable stand.
- 17.2.29. Electric and or plumbing shop.
- 17.2.30. Clothing and accessories store.
- 17.2.31. Bank or financial institution.
- 17.2.32. Travel agency.
- 17.2.33. New and used book store.
- 17.2.34. Manufacturing and sale of confectionary goods.

Other uses similar to the above and recommended by the Planning Commission to the Town Council to be a use that is in harmony with the intent and purpose of the zone, and therefore should be allowed in the Commercial zone.

17.3. CONDITIONAL USES.

- 17.3.1. Animal hospital, small animals only, providing that all activity be conducted within a completely enclosed building.

17.3.X ATV Rentals

17.3.2. Automobile repair and storage including paint, body and fender, brake, muffler, transmission work provided it all be conducted within an enclosed building. The storage is only on a temporary basis not to exceed six (6) months.

17.3.3. Gunsmith.

17.3.4. Hotels and motels.

17.3.5. Limited non polluting manufacturing.

17.3.6. Rental agency for home and garden tools.

17.3.7. Second hand store.

17.3.8. Storage rental units.

17.3.9. Propane station at service station only.

17.3.10. Public utilities.

17.3.11. Hospital.

17.3.12. Service station.

17.3.13. Uninhabited accessory building.

This building is not to be used to store retail merchandise, hazardous chemicals and must be less than five hundred (500) square feet in area and not more than twelve feet in height.

17.4. DEVELOPMENT STANDARDS.

17.4.1. Height Requirements.

No building or structure shall be erected to a height greater than thirty-five (35) feet without a conditional use permit and only then if the structure is more than 100 ft from the nearest residential zone.

17.4.2. Minimum area, width, and yard setback regulations.

District	Area	Width	Front	Side	Rear
C	10,000 sq. ft.	*	25 feet	10 feet	10 feet

* The width requirement varies depending on the placement of the buildings. In a mall type setting, the minimum width is zero, as many of the buildings will not be facing the street. In a single business, setting the minimum width requirement is 85 feet.

17.4.3. Several of the businesses listed as permitted uses and/or those listed as conditional uses (providing the use is approved) may be combined into a mall type setting. Only compatible businesses can be grouped together into a mall setting. In a mall setting, the setback requirements may change based on the number of business units, size of lot, available parking, and location.

17.4.4 Site Plan: Must meet the requirements of the Commercial Site Development Plan Chapter 26 (Chapter 26).

17.4.5 Landscape Standards: Leeds Town encourages water-wise landscaping (xeriscaping) and the following landscape requirement is intended to promote town beautification and water conservation. The minimum landscape requirement consists of a landscape strip outside of the street right-of-way along the front of the property. The landscape strip shall have an average width of 10', but no less than 6' at the narrowest point. The driveway area may be excluded from the landscape area calculation for the purpose of determining the minimum required landscape area. The Town Council may approve an alternate landscape location if the applicant can demonstrate that the front of the property is not feasible to be landscaped. Also, along Main Street the Town Council may allow up to one-half of the landscape area to be located within the street right-of-way, provided that written permission for such is obtained from the Utah Dept. of Transportation (UDOT).

17.4.5.1 At least one-half (50%) of the required landscape area shall be covered with live foliage consisting of shrubs, trees, or ground cover. Landscape areas shall be provided with a permanent automatic irrigation system. The landscape area and irrigation system shall be maintained in good condition.

17.4.5.2 The landscape requirement applies to all new development within the commercial zone, and the remodeling or expansion of existing development where there is an increase in the building's floor area by 50% or more.

17.4.5.3 Landscape definition: Any combination of living plants, such as trees, shrubs, ~~ground covers~~, flowers, grass, or other plants that are generally not considered to be weeds or noxious plants, along with non-vegetative ground cover such as rock or stone.

17.5. CONDITIONAL USE EVALUATION CRITERIA.

17.5.1. Conditional use evaluation criteria are contained in various Leeds Ordinances depending on the subject, and general criteria relating to a specific use can be found in Chapter 7 of this Ordinance. All criteria must be complied with to obtain a conditional use permit plus any additional conditions the Planning Commission or Town Council apply.

17.5.2. Businesses that produce heavy passenger car or truck traffic shall be required to have a complete traffic study performed by a professional specializing in traffic studies to determine if the amount and time of the heavy traffic would have a detrimental effect to the health, safety, and welfare of the Leeds residents, the Town or the neighborhood in general.

17.6. SIGNS.

See Sign Ordinance, Chapter 22.

17.7. PROCEDURE TO OBTAIN CONDITIONAL USE AUTHORIZATION.

See Chapter 7, Conditional Uses for requirements, criteria, and procedures.

17.8. LIGHTING.

All lighting must comply with the Leeds Lighting Ordinance.

17.9. PARKING.

Compliance with parking requirements in Chapter 6 is mandatory.

17.10. SPECIAL PROVISIONS.

17.10.1. All material and merchandise, except vehicles in running order, shall be stored in an enclosed building or within an enclosure surrounded by a sight-obscuring fence or wall of not less than six (6) feet in height and no material or merchandise shall be stored to a height of more than the height of the enclosing fence or wall—Where commercial development abuts residential property the commercial property developer shall provide a 6' tall solid masonry wall along the property line separating the commercial and residential properties. Within a front setback area along a public street the Town Council may require a wall up to 4 feet in height.

17.10.2. No trash, rubbish, weeds or other combustible materials shall be allowed to remain on any lot outside of approved containers in any commercial district. No junk, debris, abandoned or dismantled automobile or automobile parts or any other items that appear to be abandoned, or similar material shall be stored or allowed to remain on any lot in this district.

17.10.3. All solid waste storage facilities shall be located at the rear of the main building or else behind a sight-obscuring fence or wall that will prevent the facility from being seen from a public street, parking lot, or residential housing.



FILING FEE: \$1,000.00
NON-REFUNDABLE
Date 5-23-16 Received by KB

Town of Leeds

218 North Main Street, PO Box 460879, Leeds, UT 84746-0879

Phone: 435-879-2447 Fax: 435-879-6905

E-mail: clerk@leedstown.org // Website: www.leedstown.org

ZONE CHANGE/AMENDMENT APPLICATION

Project Name R+R Engineering Awning Addition
Number of Lots Proposed 1 Acreage .06
Project Location Parcel Tax ID #(s) L-3-1-7-250

Applicant Name R+R Engineering / Roger Watters
Address 590 North Main St / Leeds Utah 84746
Phone 879-2713 Fax N/A Cell 359-6422 e-mail rreng@gwestoffice.net

Owner of Property R+R Engineering
Address 590 North Main Leeds UT
Phone 879-2713 Fax N/A Cell 359-6422 e-mail rreng@gwestoffice.net
Contact Person of those listed above Roger D Watters

EXISTING ZONING OS ZONE CHANGE(S) REQUESTED C ACREAGE .06

Refer to Town of Leeds Zonings:

R-R-5.....Rural Residential 5 acre	R-1-5.....Residential 5 acre	
R-R-2.....Rural Residential 2 acre	R-1-2.....Residential 2 acre	
R-R-1.....Rural Residential 1 acre	R-1-1.....Residential 1 acre	R-M-7.....Multiple Residential
R-R-20.....Rural Residential 1/2 acre	R-1-20.....Residential 1/2 acre	C.....Commercial
	R-1-10.....Residential 1/4 acre	OS.....Open Space
		M-H.....Mobile Home

Attach complete legal description for the property/area requested. to be changed and provide all of the following information:

- Two sets of mailing labels for all property owners within a 300-foot radius from the border of the subject property. Maps & Names of Property Owners are available from Washington County Recorder's Office, 87 North 200 East, St. George, Utah 84770, ph. (435) 634-5709.
- Written justification describing the purpose for the zone change request and proof of concurrence with Town of Leeds General Plan.
- Required Building Plans as per Land Use and Zoning Ordinance #2008-04, including all tests, exhibits and studies.
- A copy of the requested legal description in a read-only CD/electronic format and e-mailed to clerk@leedstown.org
- A copy of the legal description provided in Microsoft Word Format on a read-only CD and e-mailed to clerk@leedstown.org.
- One 24" x 36" plat site exhibit of the requested zone change and 16 copies 8.5" x 11" or 11" x 17" all matching the legal description.
- One 24" x 36" site exhibit of the County Ownership Plat(s) identifying the existing parcel(s) included in the legal description.

Town of Leeds

**ZONE CHANGE/AMENDMENT
APPLICATION**


The following fees are due at the time of application. Incomplete applications will be returned. No exceptions.

1. Filing Fee (non-refundable): \$1,000.00
2. Addresses labels, envelopes, stamps and other associated mailing expenses are to be provided by Applicant.
3. Acreage Fees -
 - a. Less than 1 acre: No Fee
 - b. One – 100 acres: \$50.00 per acre
 - c. 101 – 500 acres: \$25.00 per acre
 - d. Over 500 acres: \$10.00 per acre

Note: For acreage designated as open space, no acreage fee assessed if open space is over 10 acres. Open space includes parks, golf courses, floodplains, hillsides and similar natural areas. This does not include required recreation areas and/or setback areas.

File the completed application at:

Town of Leeds
P.O. Box 461195
Leeds, UT 84746

Signature of Applicant  Date 5-23-2016
Signature or Consent of Owner _____ Date _____

APPLICANT AFFIDAVIT

I, _____, do hereby say that I am the owner/agent of the subject property of this application. The statements, information, exhibits and any and all plans herein or attached or submitted present the intentions of the applicant and are in all respects true and correct to the best of my knowledge and belief. I do hereby agree to pay all adopted and customary fees of the Town of Leeds relating to this application.

Owner/Agent

Date

Applications must be presented to the Planning Commission and a Public Hearing must be held before submitting to the Town Council. The Planning commission meets at 7:00 p.m. on the first Wednesday of each month.

Application is hereby made for a zone change/amendment to the Leeds Zoning Map



Bush and Gudgell, Inc.
Engineers • Planners • Surveyors
Salt Lake City - St. George
www.bushandgudgell.com

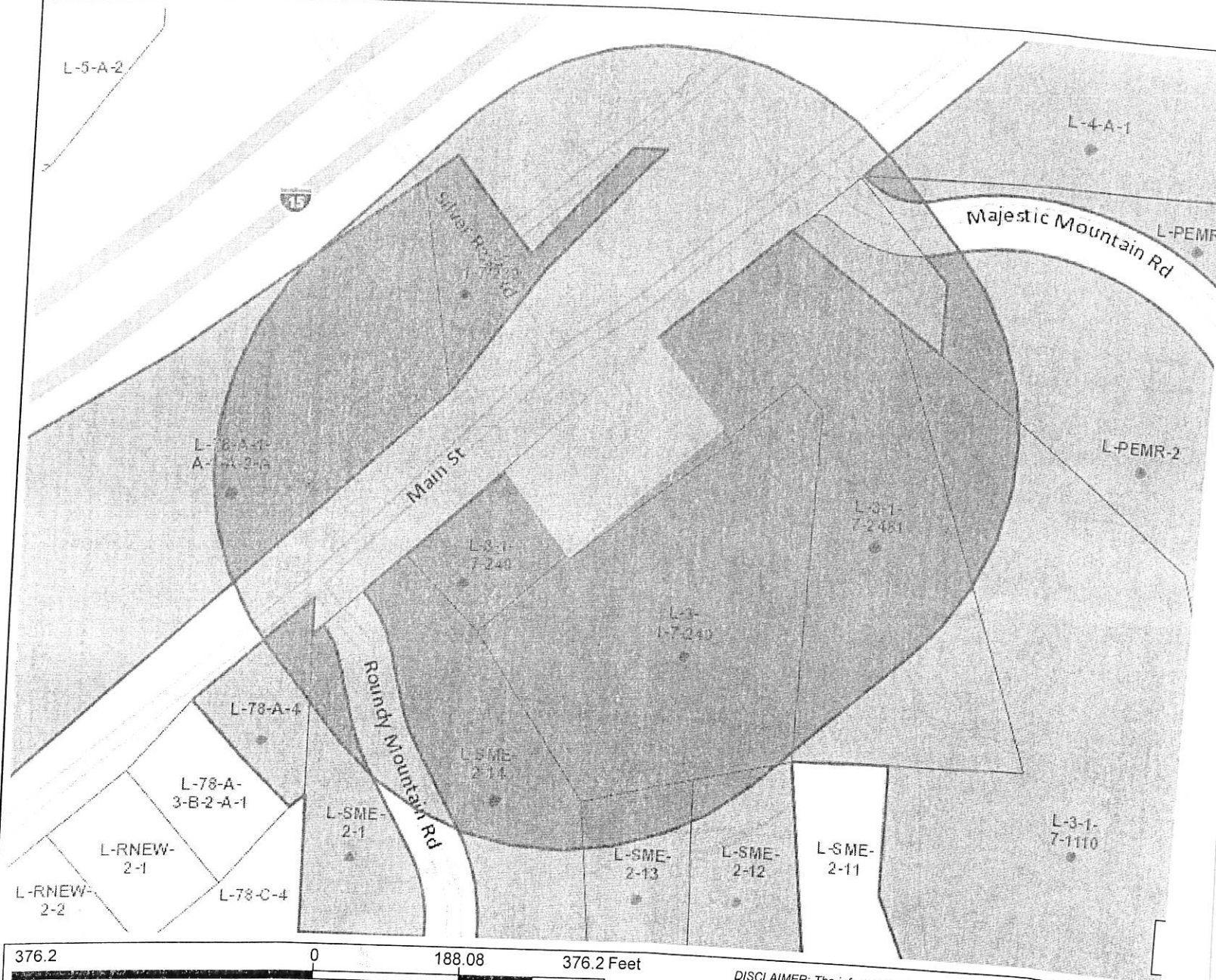
EXHIBIT "A"

PARCEL TO BE ACQUIRED:

BEGINNING AT A POINT BEING S 88°35'11" W 989.93 FEET ALONG THE NORTH LINE OF SECTION 7, TOWNSHIP 41 SOUTH, RANGE 13 WEST, SALT LAKE BASE AND MERIDIAN, AND SOUTH 177.59 FEET AND S 40°10'00" E 108.98 FEET FROM THE NORTHEAST CORNER OF SAID SECTION 7, AND RUNNING THENCE S 40°10'00" E 20.00 FEET; THENCE S 50°58'35" W 202.53 FEET; THENCE N 40°10'00" W 5.00 FEET; THENCE N 46°44'07" E 202.79 FEET TO THE POINT OF BEGINNING.

CONTAINS 2,531 SQ FT OR 0.06 ACRE MORE OR LESS

RRH
151335



376.2 0 188.08 376.2 Feet

WGS_1984_Web_Mercator_Auxiliary_Sphere

DISCLAIMER: The information shown on this map was compiled from different GI sources. The land base and facility information on this map is for display purposes and should not be relied upon without independent verification as to its accuracy. Washington County, Utah will not be held responsible for any claims, losses or damages resulting from the use of this map.

May 20, 2016

Town of Leeds, Utah,

R & R Engineering is requesting a zone change on .06 acres of land behind our existing property which contains our manufacturing building.

In an effort to meet the building regulations to construct an awning to protect the raw material we use in our manufacturing process, we have purchased this .06 acres of property.

This property is currently zoned Open Space (OS) and we request that it be re-zoned to Commercial (C) so we can build the awning which will allow us to properly store the raw material we need to keep our employees working.

The awning will be built as per all Town of Leeds build requirements.

Thank you for your help.



Roger Watters



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CONTAINS 2,531 SQ FT OR 0.06 ACRE MORE OR LESS

RRH
151335



TOWN OF LEEDS

218 NORTH MAIN STREET
PO BOX 460879
LEEDS, UT 84746-0879
PHONE: 435-879-2447 FAX: 435-879-6905
E-mail: clerk@leedstown.org // Website: www.leedstown.org

May 23, 2016

Dear Property Owner,

The Town of Leeds is hereby notifying all property owners within 300 feet of a Zone Change request by Research & Results Engineering INC, property owner of .57 acres of land with the Tax Parcel Number of L-3-1-7-250, located at 590 North Main Street with the attached legal description.

The request is to change .06 of an acre current zoned as Open Space (OS) to Commercial (C).

The Town of Leeds Planning Commission will hold the public hearing on Wednesday, June 1, 2016 at 7:00 p.m. The public hearing will be held to receive public comments relative to the Zone Change Request.

The proposed Zone Change Plat is available at Town Hall, 218 North Main Street, and can be reviewed during regular business hours 9:00am – 4:00pm on Monday thru Thursday.

Please call Town Hall if you have any questions.

This is a public meeting and you are welcome to attend.

Respectfully,

Kristi Barker
Clerk/Recorder